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## Minutes of Meeting, Board of Trustees, 10 June 2014

Present: Heather Leavell, Dan Johnson, Jackie Bates, Ellen Aamodt, Aimee Taberner, Sarah Burks, Paul McGaffigan

Others: Chuck Luca, James McGough, Trustee Emeritus, Terry Shaoul

Absent: Geri Tremblay, Tracy Skahan

The meeting was called to order by Sarah Burks at 7:10.

The board noted that a time frame was added to the agenda items in an effort to allocate sufficient time to each item.

### **Minutes of Meeting, 13 May 2014**

The minutes were reviewed and adjusted as required. Dan Johnson proposed the minutes be approved as corrected. Jackie Bates seconded the motion. The minutes were approved unanimously.

### **Treasurer's Report**

Heather Leavell had circulated the financial spreadsheets prior to the meeting so that the board had an opportunity to review. Claims for reimbursement had also been provided to the board in advance. Ellen Aamodt made a motion to receive the Treasurer's Report, seconded by Dan Johnson. Further, Ellen Aamodt made a second motion, seconded by Heather Leavell, to recommend payment of the claims for reimbursement to the board of directors. Both motions were approved by the board.

### **Volunteer Report**

Visitors to the museum totaled 516 year to date and included a visit by children from the Leslie Ellis School. Several docents have either left the area, graduated from school, took personal time off or had medical issues that prevented fulfilling their docent duties. The docent team is basically operating at skeleton level.

Two trustees, Sarah Burks and Ellen Aamodt, had identified two (2) potential new docents and provided contact information to James McGough.

Heather Leavell agreed to post a link again to the sign up sheet so other trustees could help fill the gaps in the schedule.

Ellen Aamodt made a motion to send a letter of thanks, along with a copy of the *Cultural Life of Arlington Heights*, to the departing docents. The motion was seconded by Jackie Bates and the board approved the motion unanimously.

## **Fundraising**

Sarah Burks advised that our grant application to the Leader Bank was not approved.

Jackie Bates explained a special one-day event at Macy's. Macy's would provide 25% off discount cards for purchase of any item which CEDAM could sell at \$5 each and retain the proceeds. The board appreciated this new opportunity for fundraising. Sarah Burks made a motion to try this approach, seconded by Aimee Taberner, and accepted unanimously.

Ellen Aamodt provided small post-it notes to be affixed to personal computers with the web address for Amazon's special program for charitable donations. By using Smile.Amazon.com and designating CEDAM as the charity of choice, .5% of all purchases would be donated by Amazon to CEDAM. The Treasurer will contact Amazon to provide CEDAM's banking details. Sarah Burks will publicize this opportunity through various public forums.

Chuck Lucas was officially appointed as Point of Contact (POC) for the 'Art on the Green' program. Eleven vendors have already paid the required fees. The board discussed potential sponsors for the event and agreed to delegate this fundraising opportunity to both Chuck and Dan Johnson. The financial goal for this year's event is significantly more than the proceeds of last year so the campaign to sell raffle tickets must start much earlier than last year. Raffle tickets were distributed to all at the meeting.

## **Budget**

Heather Leavell and Paul McGaffigan had worked hard to put together a budget for the financial period 1 July 2014 to 30 June 2015, as the board had decided to switch to the common public financial year framework. Although the strategic plan is not quite finalized as yet, it is clear that the board of directors will be focusing on the income while the board of trustees concentrates on the operational program. Several small adjustments were made to draft budget. Heather Leavell made a motion to adopt the budget, seconded by Airmee Taberner.

The board will ask Geri Tremblay to advise the next steps in hiring a cleaning contractor at the next meeting.

## **Events Calendar**

POC	Event	Dates
Sarah B.	Chairful	July 17-20
Cuck/Jackie	Art on the Green	Sept. 13
Dan/Jackie	Book Celebration	Nov. 13
Heather	Children's Event	Oct. - November
Heather/Chuck	Guild of Boston Artists	Nov. 8
Heather	Sculpture workshop	February
Sarah B.	Gallery Talk	March /April
Board	Fundraiser	April/May

## **Strategic Planning**

The board of directors will be meeting with Laura Roberts, the consultant, to map out their roles and responsibilities under the strategic plan.

## **Education and Interpretation**

Dates have been set in July for the conservation assessment.

## **Collection**

Sarah Burks circulated several new items (photographs, cards) procured from eBay to add to the collection.

## **Other Business**

The board discussed charging an admission fee to the museum. Jackie Bates made a motion to finalize/implement the fee issue by 1 January 2015 and to continue the discussion at the next meeting.

The meeting adjourned at 9:40 p.m.

Ellen Aamodt,

Recording Secretary

### **Action Items for 8 July 2014**

- Geri Tremblay to report on the status of a cleaning contract
- Finalize the issue of entrance fee
- Treasurer to contact Amazon to set up payment to CEDAM
- James McGough to contact 2 potential docents to serve as guides